CLASSIFICATION: CHIEF GRANTS PROGRAM COORDINATOR

Class Code: 1815-25   **Date Established:** 09-27-85

Occupational Code: 7-2-6   **Date of Last Revision:** 03-07-13

Exempt Status: Exempt

BASIC PURPOSE: To supervise the planning and development of state programs and to act as a liaison between officials of state, federal departments and other agencies for the purpose of coordinating grants programs and services offered by the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Acts as a liaison between federal, state and local agencies and coordinates schedules of grants program coordinators.

- Develops and implements public information program and materials, such as newsletters and grants guidelines.

- Analyzes information from federal agencies to determine availability of federal funds.

- Reviews federal interpretations of laws and regulations, and determines applicability to state programs.

- Monitors negotiations between state and federal agencies in the obtaining of federal monies, and checks monthly budget reports and statistical data pertaining to the agency's programs.

- Prepares reports and recommends policies and procedural changes where necessary.

- Maintains relationships with news media, citizen advisory groups, and various departments of federal and state government.

- Supervises Grants Program Coordinators as assigned, with responsibility for assisting subordinate staff in developing strategies to meet agency goals.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the arts, public or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience at an administrative level in a cultural institution, city, state or federal governmental operations in grants management, budget preparation or in a related field relevant to the program area in which the position exists. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license if necessary for performing job accountabilities. Any license requirement must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

SPECIAL REQUIREMENTS: Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

RECOMMENDED WORK TRAITS: Thorough knowledge of the principles and practices of public administration. Knowledge of federal and state accounting and administrative procedures. Ability to plan and coordinate plan development between various state agencies. Ability to ascertain facts and obtain information by personal contact and observation in monitoring various programs. Ability to express ideas clearly and concisely both orally and in writing. Ability to organize and conduct meetings for the public and/or professional groups. Ability to establish and maintain effective working relationships with federal, state and local officials, subordinates and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.